

FY 2007 GOALS AND OBJECTIVES

- ▶ *This symbol below denotes objectives that are priority for the year.*

(1) Identify, appraise, and acquire books, records, and artifacts that document Alabama history and are appropriate to ADAH collections.

Special objectives:

- ▶ Acquire material to support the development of the new museum exhibits in accordance with the department's acquisitions plan
- ▶ Establish an acquisitions committee, chaired by the registrar, to work with senior archival, curatorial, and research staff to improve acquisitions program
- ▶ Develop and expand agency electronic records acquisition program
- ▶ Administer the Folklife grant

On-going tasks:

- Contact and work with prospective donors regarding potential gifts of records and artifacts to the department
- Acquire, document, and acknowledge all records and artifacts received by the department

(2) Catalog, manage, and properly preserve records and artifacts in the Department's custody.

Special objectives:

- ▶ Deaccession obsolete books
- ▶ Seek external funding for the book project
- ▶ Set up a system for managing electronic records
- ▶ Explore the option of contracting with an outside security consultant to review the department's security procedures and recommend needed improvements
- ▶ Monitor auction sites and other sales markets to identify items stolen from the department's collections (registrar)
- ▶ Renew efforts to recover missing materials
- ▶ Copy materials of high market value
- ▶ Develop a reporting system for unprocessed collections

On-going tasks:

- Inventory and provide preliminary descriptions of all newly acquired materials
- Arrange, describe, and create online finding aids for all materials held by the department
- Continue retrospective cataloging of the book collection
- Deaccession materials not core to the department's collecting policy

- Manage and preserve the collections of the department
- Ensure security for the collections and the department as a whole

(3) Provide access to records and artifacts in the Department's custody and general reference information regarding Alabama history and government.

Special objectives:

- ▶ Increase Research Room hours of operation to 40 per week, opening every Saturday – **COMPLETED** Oct 1, 2006
- ▶ Establish a system for the management of and access to the digital image collection
- ▶ Work with Department of Veterans Affairs to establish a program to scan DD214s
- ▶ Establish a survey feedback system for reference services

On-going tasks:

- Provide research assistance for visitors, and in response to mail, email, and telephone requests
- Continue building the military service records database
- Complete the digitization of historical legislative records
- Prepare microfilm and perform quality checks on the film of records that are fragile, of historical or financial importance, and subject to frequent use
- Create digital copies of items of special historical value for expanded access and security (increase department resources on the web)
- Support the Interlibrary Loan program
- Provide copies of material requested by researchers

(4) Promote an improved awareness and understanding of Alabama history with special concentration on history education in Alabama schools, museum exhibits, continued enhancement of the Department's website, and general programs of public interest.

Special objectives:

- ▶ Implement the final design phase for the new exhibit
- ▶ Hire an Educational Specialist to plan and organize an expanded educational services program
- ▶ Implement an updated plan for improving the functionality of the department's website
- ▶ Explore options for producing a "Welcome to Your State Archives" video
- ▶ Prepare an *Alabama Guide Book*

On-going tasks:

- Provide a meaningful education experience for student groups that visit the Archives
- Maintain existing interpretive exhibits
- Provide assistance and support for general visitors to the department

- Organize and provide public programs about Alabama history
- Maintain and continue to build the department's website
- Assist and support the work of other organizations promoting Alabama history
- Provide workshops and training opportunities for teachers of Alabama history

(5) Assist state agencies, local governments, and local history organizations in the proper care of records and artifacts of historic value.

New objective

- ▶ Launch the State Historical Records Advisory Board and support development of a state plan

On-going tasks:

- Operate the State Records Center as a self-supporting enterprise
- Promote a better public awareness of the need for and ways of caring for Alabama's historical records and artifacts
- Support the work of the State Records Commission and the Local Government Records Commission
- Provide information to those who contact the department for assistance in the care of records and artifacts
- Continue to support the "Loose Records Project"
- Provide support service to government agencies and local organizations in the management of all formats of historical records and artifacts
- Provide statewide workshops in the care, preservation, and use of historical records and artifacts

(6) Support the improvement and expansion of Department services through a development program.

New objectives:

- ▶ Raise \$1.5 million in the private sector to continue work on the new museum exhibits
- ▶ Secure \$2.5 million in federal funds to help with the new museum and/or the repairs of the existing building
- ▶ Work with an independent accounting firm to improve financial management procedures for the Friends and the Foundation
- ▶ Increase Friends membership

On-going tasks:

- Strengthen efforts to secure legislative support
- Increase public awareness of and support for the work of the Archives, working with the Friends and the Foundation
- Provide support for the work of the Friends of the Alabama Archives
- Provide support for the work of the Alabama Archives and History Foundation
- Provide support for the Alabama Academy of Honor

(7) Improve administrative operations and capabilities within the Department to ensure the effective achievement of the above goals.

Special objectives:

- ▶ Develop formal administrative procedures for the department, in accordance with Legislative Reference Service guidelines
- ▶ Find alternative arrangements for administration of the Stonewall Jackson Fund
- ▶ Seek funding for restroom modifications
- ▶ Oversee repair work on handrails and terrace pavers

On-going tasks:

- Provide information to and support for the Board of Trustees
- Continue the department's planning processes
- Represent the department in outside functions for which the department has a statutory responsibility
- Complete budgets and other reports in compliance with state requirements
- Coordinate the department's volunteer program
- Manage the department's LAN and coordinate information systems
- Coordinate personnel management
- Provide administrative support services for the department
- Promote continuing staff development

